



DEPARTMENT OF PERSONNEL

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MEMO PERD #23/02

September 23, 2002

TO: Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: FORMAL GRIEVANCE FORM, NPD-50

In order to provide timely and efficient services during the grievance process, the Formal Grievance form (NPD-50) has been revised to include areas for the grievant to note his/her personal address and telephone number for contact purposes. This information will prove helpful when a grievant is away from the work site for extended periods or has transferred to another agency during the grievance process. Please discard your current forms and replenish your supply with the new version (attached) as soon as possible. The new NPD-50 is also available via the Department of Personnel's website at www.state.nv.us/personnel, or by calling (775) 684-0119.

Your attention to this form revision is greatly appreciated. If you have any questions pertaining to the NPD-50 or the grievance process, please contact Augie Strauss at (775) 684-0109.

JG:sq

Attachment